



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

REVISED

REVISED

**STAFF SERVICES MANAGEMENT AUDITOR or
ASSOCIATE MANAGEMENT AUDITOR
\$2,658-3,995 (SSMA) / \$3,952-4,805 (AMA)
INTERNAL AUDITS
300 Capitol Mall, Sacramento**

RESPONSIBILITIES: Under the direction of the Internal Audits Bureau Chief, the incumbent will conduct fiscal reviews at County District Attorneys' (DA) Offices that receive local assistance grant funds for the purpose of investigating and prosecuting workers' compensation and automobile insurance fraud cases. Travel is required 25 percent of the time. The successful applicant will perform the following duties:

- Develop, revise, and update audit programs used to conduct reviews of County DA Offices;
- Collect, review, analyze, and monitor the contractual data required by the grant agreement with each County DA;
- Develop audit findings and recommendations fully supported by audit working papers that result from reviewing the County DA Offices;
- Prepare audit reports and present audit findings to California Department of Insurance (CDI) management;
- Responsible for organizing and conducting both the entrance and exit conferences at each County DA Office reviewed;
- Perform special projects as directed by the CDI's Deputy Commissioner, Fraud Branch, and
- Other related duties as assigned.

DESIRABLE QUALIFICATIONS: Demonstrated experience in performing analytical assignments; knowledge and experience in State government accounting and Federal government auditing standards; experience working with Fraud Investigators or Fraud programs; strong verbal and written communication skills; good interpersonal skills; good team player; flexibility and willingness to perform a variety of assignments ranging from County DA reviews, special projects, and internal control reviews of the CDI's administrative and accounting systems; willingness to travel; ability to work independently; and have personal computer experience including word processing, spreadsheet and database applications.

WHO MAY APPLY: Applications will be accepted from current State employees at the Staff Services Management Auditor and/or Associate Management Auditor level, those within transfer range, or individuals who have list eligibility. Training and Development Assignments may be considered for certain classifications only if necessitated for recruitment purposes. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.***

APPLICATION PROCEDURE: Send a completed standard State of California application to Priscilla Molina, Department of Insurance - Human Resources Management Bureau, 300 Capitol Mall, 13th Floor, Sacramento, CA 95814. **Please indicate "SSMA #180-5841-xxx" or "AMA #180-4159-xxx" on the State application.** For additional information, please call (916) 492-3260.

FINAL FILING DATE: Until filled

NOTE: Interested individuals, including list eligibles, must submit applications by the final filing date in order to be considered for this position.

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

7/18/00